



**PLANNING COMMISSION
MEETING MINUTES
THURSDAY, JUNE 11, 2020
*Face Masks Required***

Planning Commissioners In Attendance:

Mr. Barry Jones, Chairperson
Mr. Carl Schultz, Commissioner
Mr. Reginald Valentine, Commissioner
Ms. Barbara Cooper, Commissioner

Excused:

Ms. Colleen Ostafy, Acting Chairperson
Mr. Thomas Wilkes, P.E., Town Engineer

Also in Attendance:

Ms. Sam Callender, Land Use Administrator

MEETING OPENING:

The meeting was called to order at 5:08 p.m., by Chairperson Jones, and a Salute to the Flag and a Moment of Silence immediately followed.

Mr. Jones confirmed that the meeting had been properly posted. He conducted a roll call and acknowledged that a quorum was in attendance, at which time the meeting proceeded.

AGENDA REVIEW:

A call for a review of the agenda was made and Chairperson Jones requested a motion that it be accepted as presented or as amended, if required.

Commissioner Valentine made the motion as requested and Commissioner Schultz made a second to the motion. It was passed by a unanimous vote of the Commissioners in attendance.

MINUTES REVIEW:

The following minutes were reviewed and voted upon:

May 14, 2020

A motion was made by Commissioner Valentine to approve the minutes as presented. Commissioner Cooper made a second to the motion and it passed with a unanimous roll call vote.

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NEW BUSINESS:

- **Application 2020-03-09-082 Re_Zoning – 199 Commerce Street**

Land Use Administrator Callender presented a Town initiated Re -Zoning application for 199 Commerce St. The property is owned by Mr. Samuel Sawyer and is currently zoned C-1, (Neighborhood Commercial), Map ID 3-03-04615-01-1600-000, as a pizza shop operation had been improperly allowed to operate in the Old Town residential section of Town. The property has subsequently been returned to its residential status. Now it is necessary to officially re-zone the area to R-1, (Old Town Residential), and to update the Land Use Map to reflect the change.

After reviewing the request, the Commissioners agreed to the Re-zoning application and a recommendation to the Council to approve it. The agreement and recommendation were confirmed through a motion by Commissioner Schultz; a second from Commissioner Valentine; and a unanimous vote of the Commissioners.

- **Application 2020-03-09-082 Concept Plan – Cohee Property North**

Land Use Administrator Sam Callender informed the Commissioners that the Concept Plan review was submitted by Mr. Ron Sutton, who appeared to be a real estate agent. The current property is owned by the estate of Mrs. Margaret Cohee and is zoned as R-2, (1 & 2 Family Residential), Map ID 3-03-04611-01-0400-000 and consists of 1.10 acres. It is an irregular shaped property with approximately only 70' Main Street. The remainder of the property has no street side access.

Mr. Sutton was notified and invited to the meeting to present his proposed project, but he did not attend, nor did he respond to the invitation. The Planning Commission conducted a courtesy review of the application, but ultimately determined that there was insufficient information to provide a Concept Plan review.

However, they noted the following and it will be shared with Mr. Sutton:

- Minimum Sq. Tract Footage = 7,000 sq. ft.
- No street footage on rear buildings as required
- Does not meet the lot width for single family home
- Kent County Sewer should be able to provide service
- Delmarva Power should be able to provide service
- Tidewater does not provide water service to area

OLD BUSINESS

- **Comp. Plan Re-write Review**

The **Commissioners and** Land Use Administrator Callender continued to review and rewrite Chapter 11 of the Draft 2020 Comprehensive Plan. They agreed to complete review and re-write via Zoom conference calls and the schedule Council meetings.

TOWN of CHESWOLD

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Commissioner Comments:

Nothing to Report

Land Use Administrator Comments:

Nothing to Report

Town Engineer Comments:

Not Present at Meeting

Next Meeting Date:

- Thursday, July 9, 2020 - Monthly Meeting, **LOCATION to be DETERMINED** – 5:00 pm
Commissioners agreed to being comfortable with wearing masks at the meeting

MOTION to ADJOURN:

A motion to adjourn was made by Commissioner Schultz at 6:49p.m. A second to the motion was made by Commissioner Valentine and a unanimous roll call vote passed the motion.

Minutes Submitted by: Land Use Administrator Sam Callender – June 12, 2020